

Cal-E-Force

Stakeholder Needs Assessment

Focus: Contract Management for Multiple Employer Contracts (MECs)

Sessions:

- ✓ February 4, 2021 - 10:30 AM - 12:00 PM
- ✓ Additional sessions considered as needed



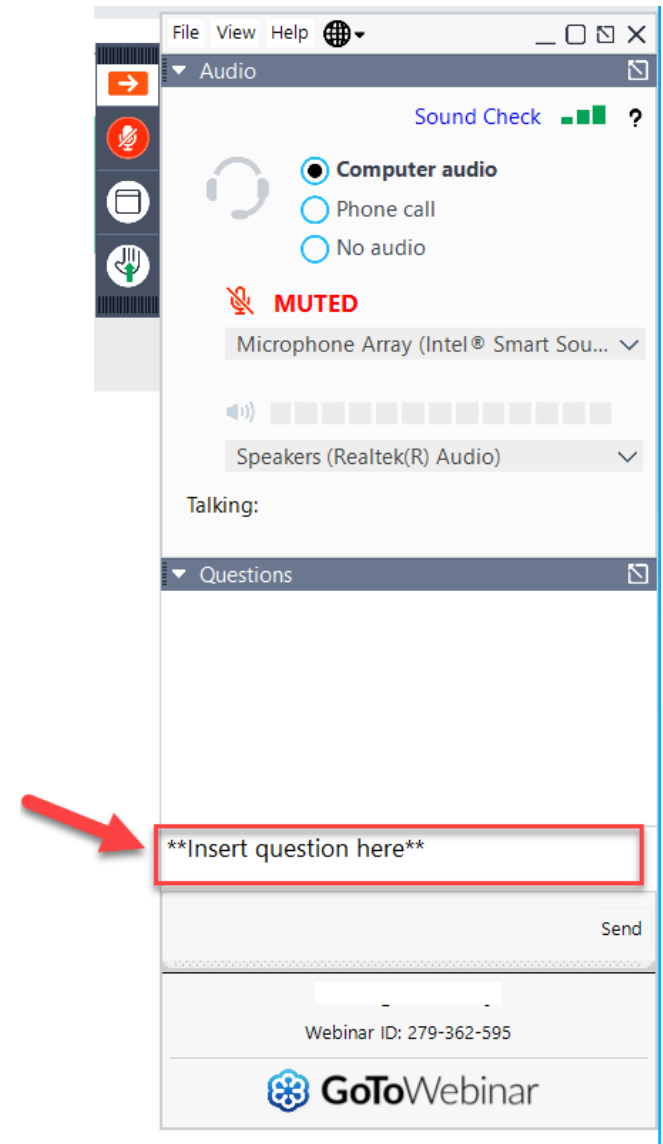
Welcome & Meeting Structure

- ❑ Welcome to the Stakeholder MEC Contract Management Needs Assessment Session for Phase 2 Development of the Cal-E-Force System
 - Facilitator: Babette Davis
 - Business and System Owner: Mario Maslac and Madison Hummel
 - Tour Presentation and Webinar Coordinator: Alayna Mollick and Geri Giron
 - Executive Representatives: Tara Armstrong
- ❑ 1.5 hours scheduled
 - Static walk through of contract management functions used by MEC stakeholders
 - Allow for inputs to be captured
- ❑ What will happen after these sessions?
 - Inputs that are widely supported and can be easily addressed, will be included in Cal-E-Force
 - Recommendations that are policy-based or require a change in ETP processes will be directed to the Policy Committee and/or ETP executives
 - No commitment that a recommendation can or will be addressed for this release



Meeting Structure

- ❑ Using GoToWebinar - instructions for access were e-mailed when you registered
 - Ask a question through GoToWebinar
- ❑ Format: Blocked 1.5 hours
 - Introduction and Static Walk Through will take approximately 60 minutes
 - Allows time for questions throughout
 - Additional questions or inquiries can be emailed to the Command Center at ETPCalEForce@etp.ca.gov



Session Goals

Current Efforts

- ❑ Solicit inputs from the larger population of ETP stakeholders on Cal-E-Force MEC Contract Management features
- ❑ Cover each of the major system areas that are used by stakeholders
 - General Site Structure
 - Contract Management
 - Enrollments
 - Trainee Hours Tracking
 - Invoicing
 - Revisions
 - Participating Employer Certification
 - Reporting

Long Term

- ❑ For first full release, mirror the legacy business process where possible - keep it simple
 - Participating Employer Certifications is also consistent with legacy
- ❑ ETP will continue to refine Cal-E-Force over time
- ❑ Have and will continue to update stakeholder features as the Policy Committee approves program changes
- ❑ Will address and communicate:
 - Upcoming events
 - Final Legacy contract migration timeframes and approaches



Why Salesforce & Cal-E-Force?



The benefits of the Salesforce Technology

- ❑ Cal-E-Force is based on the Salesforce Platform
- ❑ The platform is scalable and provides full cloud-computing capability
- ❑ Supports customized applications
- ❑ Stable and accessible platform for ETP contract data
- ❑ Provides features required of a State of California IT System - Cal-E-Force is hosted in the Government Cloud
- ❑ Provides ETP built-in infrastructure for security, hardware, and connectivity

Current Information on User Browser Support and Other Features is Available
on Salesforce Website



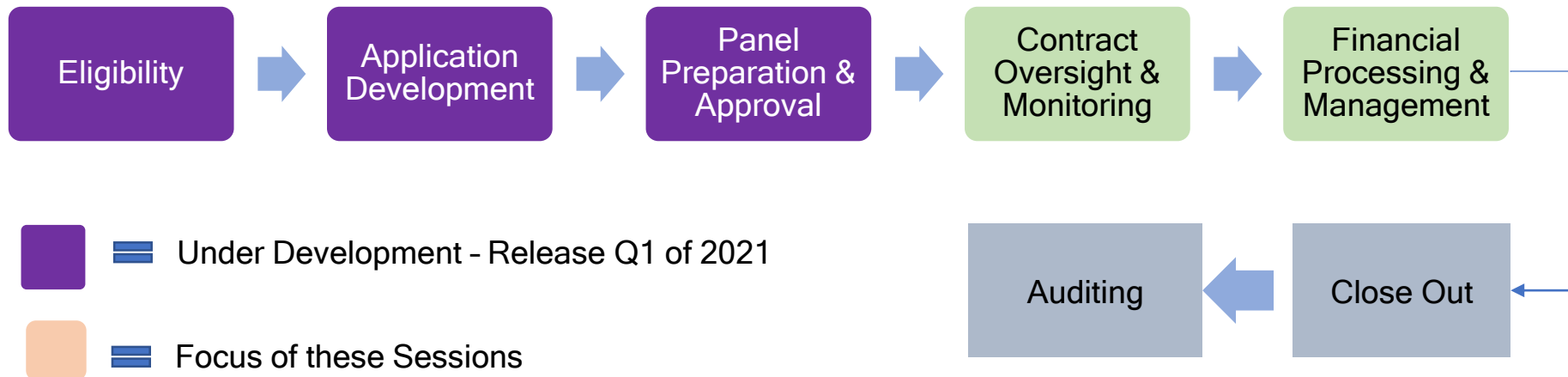
Key Functions

Full ETP Process - Back and Forth from Stakeholder to ETP Staff

Stakeholder Functions



Staff Primary Functions



Key Functions for Contract Management in Cal-E-Force

Contract Management

Financial Execution and Close Out

- ☐ Ability to continue managing contracts. Processes are:
 - ✓ Participating Employer Certification and Management
 - ✓ Enrollments
 - ✓ Hours Tracking
 - ✓ Invoicing
 - ✓ Revisions
- ☐ System has been in use for more than a year
- ☐ Current modifications in this area can be made but will be limit to critical processing needs for MECs
- ☐ General changes and enhancements will be done during operational upgrade cycles



What We Have Heard - Stakeholders

☐ Overall System - Done

- Keep it simple
- Allow for access to stakeholder data - dynamic reporting
- Transparency in contract information - increased views of invoicing and contract data
- Single Employer (SE) and MEC contract management features are consistent - change on tool bar for PE certification and PE functionality was added

☐ From Beta MEC Group - thus far

- Show CEAN and workplace information for each trainee
- Allow data sort according to participating employer
- Add fields for manual enrollment and hours tracking of trainees
- Increase the functionality for online inputs for hours tracking
- Be able to view individual contract data - not use a filter

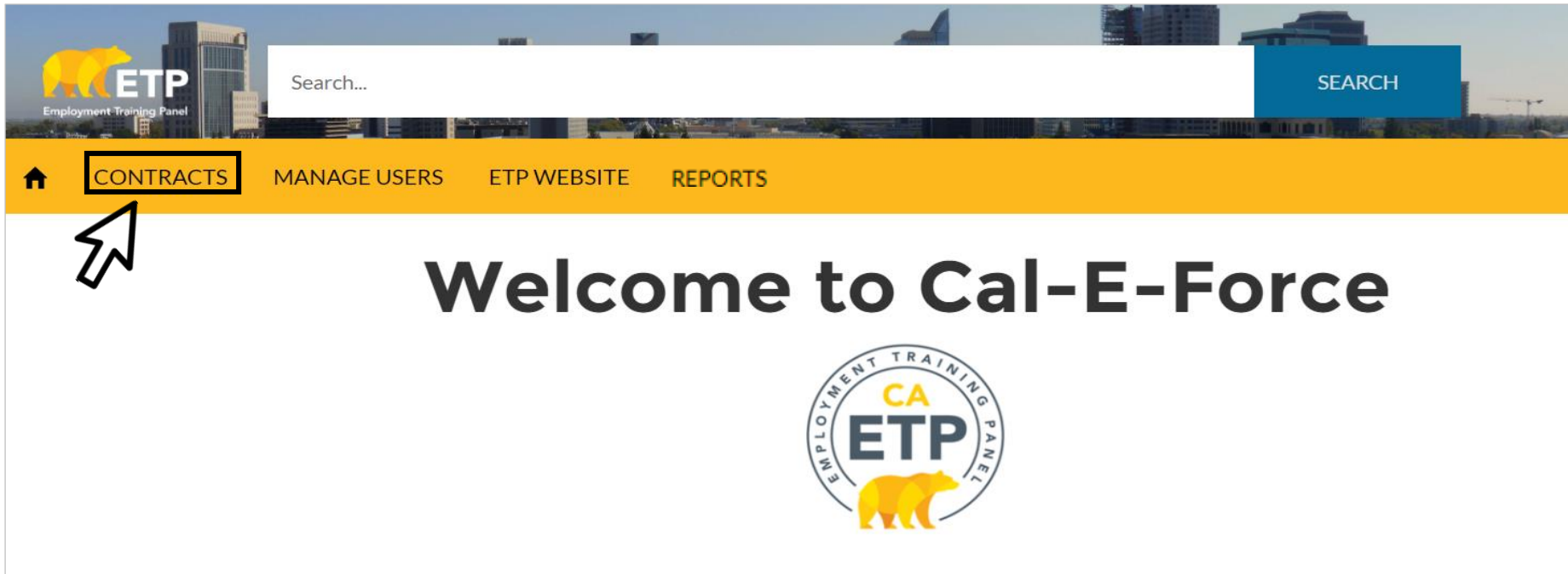


Functions to Review

1. Landing Page
2. Contract Management
3. Enrollments
4. Hours Tracking
5. Revisions
6. Invoicing
7. Participating Employer
Certification and Management
8. Reports



Landing Page



No Changes planned for this area as part of the launch for MEC stakeholders

- ✓ Simple log in process - easy to navigate with quick links
- ✓ Link to/from the ETP website
- ✓ Entry point to all aspects of Cal-E-Force
- ✓ Access all parts of Cal-E-Force



Contract Management (1 of 6)

No Changes anticipated in this area planned prior to Full deployment

🏠

CONTRACTS

MANAGE USERS

ETP WEBSITE

REPORTS

📄

Contracts

All Contracts

🔍

1 item • Sorted by Contract Number • Filtered by All contracts • Updated a few seconds ago

Contract Num...

View C...

Perfor...

Account Name

Status

Primary Cont...

Contract Holder Type

1

20CS-2000-000

View

91.58%

ExampleContract

Contract Activated

Ernesto, Bert

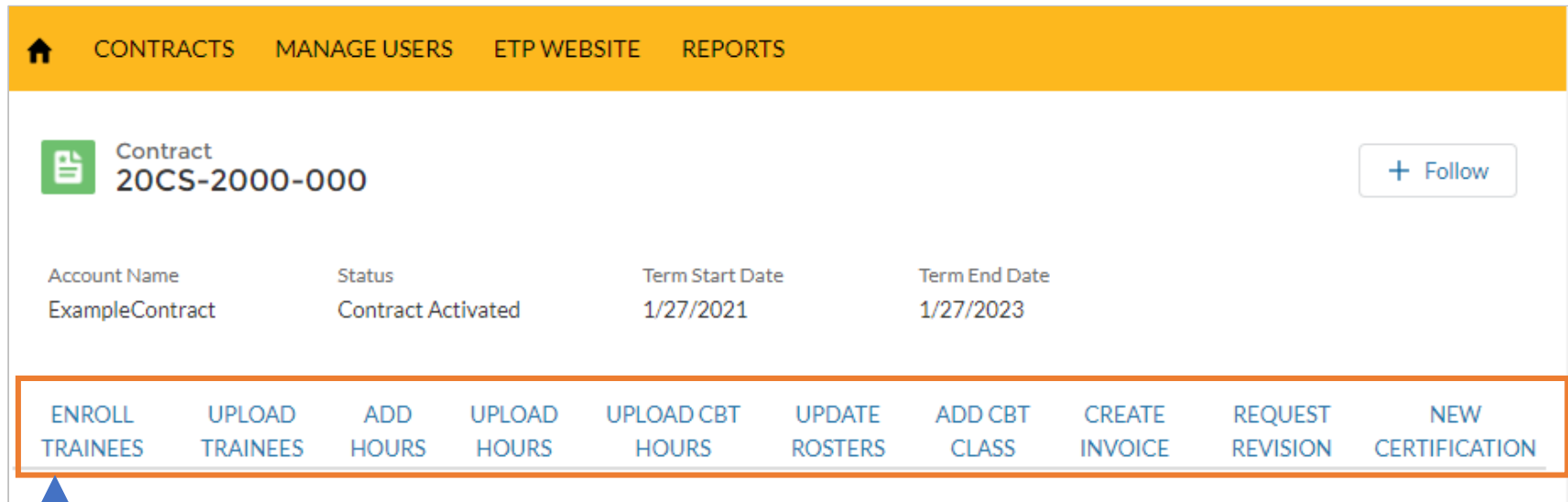
Multiple Employer Contract (MEC)

Provides:

- ✓ Contract summary and detailed information
- ✓ Contract status information
- ✓ All contract information in **one place**, including: contract value, financial information, locations, trainees, job numbers, revisions and invoices



Contract Management (2 of 6)



The screenshot displays the ETP Contract Management interface. At the top is a navigation bar with links: HOME, CONTRACTS, MANAGE USERS, ETP WEBSITE, and REPORTS. Below this is a contract header section for 'Contract 20CS-2000-000' with a '+ Follow' button. A table below the header shows contract details: Account Name (ExampleContract), Status (Contract Activated), Term Start Date (1/27/2021), and Term End Date (1/27/2023). At the bottom of the contract detail section is a 'Button Bar' containing ten buttons: ENROLL TRAINEES, UPLOAD TRAINEES, ADD HOURS, UPLOAD HOURS, UPLOAD CBT HOURS, UPDATE ROSTERS, ADD CBT CLASS, CREATE INVOICE, REQUEST REVISION, and NEW CERTIFICATION. A blue arrow points to the 'ENROLL TRAINEES' button.

Account Name	Status	Term Start Date	Term End Date
ExampleContract	Contract Activated	1/27/2021	1/27/2023

[ENROLL TRAINEES](#)[UPLOAD TRAINEES](#)[ADD HOURS](#)[UPLOAD HOURS](#)[UPLOAD CBT HOURS](#)[UPDATE ROSTERS](#)[ADD CBT CLASS](#)[CREATE INVOICE](#)[REQUEST REVISION](#)[NEW CERTIFICATION](#)

Button Bar

- ✓ The “button bar” is at the top of the Contracts Detail page and your gateway to managing Enrollments, Hours Tracking, Invoicing, Revisions, and PE Certifications
- ✓ Changes were made to the Button Bar based on Stakeholder inputs
- ✓ There are now 2 lines so text does not run over



Contract Management (3 of 6)

No Changes anticipated in this area planned prior to Full deployment

The Contract Details Page contains:

1. Contract Information
 2. Contract Value
 3. Invoice Intervals
- Continued...*

▼ Contract Information	
Contract Number 20CS-2000-000	Monitoring Analyst Skylarr Bailey
Account Name ExampleContract	Regional Office San Diego Regional Office
Contract Holder Type Multiple Employer Contract (MEC)	Term Start Date 1/27/2021
Status Contract Activated	Term End Date 1/27/2023
Retention Period 90	Hold <input type="checkbox"/>
Estimated Number of Trainees 600	Credit Only <input type="checkbox"/>
▼ Contract Value	
Total Contract Amount \$597,720.00	In Kind Contribution \$940,500.00
▼ Invoice Intervals	
Progress Invoice Billing Interval 0	Final Invoice Billing Interval 0
Last Progress Invoice Requested Date 1/19/2021	Last Final Invoice Requested Date 1/19/2021



Contract Management (4 of 6)

No Changes anticipated in this area planned prior to Full deployment

The Contract Details Page contains:

4. Financial Information
 5. Subcontractors
 6. Delivery Method / Training Type
- Continued...*

Financial Information

Total Invoiced Amount
\$6,106.62

Total Earned Amount
\$0.00

Total Support Cost
\$0.00

Total Adjusted Invoiced Amount
\$0.00

Adjustment Balance
(\$1,139.82)

Job Admin Costs
\$0.00

75% of Contract Value
\$15,268.50

Progress Payments Available Until 75%
\$11,498.50

Performance % ⓘ
0.00%

Subcontractors

Development Subcontractor
[TRAINING FUNDING SOURCE](#)

Administrative Subcontractor
[TRAINING FUNDING SOURCE](#)

Training Subcontractor

Development Cost of Services
\$1,900.00

Administrative Cost of Services
13.00%

Training Cost of Services

Delivery Method / Training Type

Delivery Method Type
Classroom/Simulated Laboratory

Training Type
Business Skills;Commercial Skills;Computer Skills



Contract Management (5 of 6)

Changes were made to allow summary view of PE certifications

The Contract Details Page

...continued:

7. Certifications

8. Entities & Locations

9. Trainees

Certifications (5)

Certification Number	Participating Employer	Certification Status	Created Date
C-00000248	Oodles of Noodles	Denied	9/29/2020 1:17 PM
C-00000249	Farm Fresh	Approved	9/29/2020 1:20 PM
View All			

Entities and Locations (6+)

[New](#)

Location Name	Address	Location Number	Number of Total Trainees
fresno location	9775 Toledo Way Irvine, CA 92618	5	3
Oodles of Noodles	121 W OCEAN BLVD STE 1750 LONG BEACH, CA 90802	3	7
View All			

Trainees (6+)

Employee ID	Name	Trainee Id	Trainee Status
TID-569	Alayna Test	TRN - 0189877	Enrolled
TID-570	Geri Test	TRN - 0189878	Enrolled
View All			



Contract Management (6 of 6)

No Changes anticipated in this area planned prior to Full deployment

The Contract
Details Page
...continued:

- 7. Job Numbers
- 8. Revisions
- 9. Invoices



Job Numbers (3)

Job Number Description	Estimated Number of Trainees	Weighted Average Hours	Average Cost Per Trainee
Good Bakers	10	40.00	\$777.00
Bad Bakers great singers	200	100.00	\$2,860.00
View All			



Revisions (2)

Revision Number	Revision Type	Revision Status	Request Date
CR-0177	Modification	In Contract Review Unit	3/13/2018
CR-0178	Modification	Executed	2/11/2019
View All			




Invoices (15)


INVOICE NAME	RECORD TYPE	INVOICE DATE	STATUS	AMOUNT
9	Progress	2020-12-08	Approved	\$5,865.24
7	Progress	2020-12-02	Approved	\$1,729.65



Enrollments (1 of 3)

No Changes anticipated in this area planned prior to Full deployment

 CONTRACTS MANAGE USERS ETP WEBSITE REPORTS

 Contract
20CS-2000-000 + Follow

Account Name	Status	Term Start Date	Term End Date
ExampleContract	Contract Activated	1/27/2021	1/27/2023

[ENROLL TRAINEES](#) [UPLOAD TRAINEES](#) [ADD HOURS](#) [UPLOAD HOURS](#) [UPLOAD CBT HOURS](#) [UPDATE ROSTERS](#) [ADD CBT CLASS](#) [CREATE INVOICE](#) [REQUEST REVISION](#) [NEW CERTIFICATION](#)



Manual

CSV Upload

- ✓ Ability to enroll manually
- ✓ Ability to enroll using CSV



Enrollments (2 of 3) - Manual

Modification in workplace selection being considered – Will be modifying the picklist to display CEAN Number

Information		Demographic Data	
SSN ¹	*	Gender	*
Employee ID ¹		Age Group	*
Trainee First Name	*	Education	*
Trainee Last Name	*	Veteran	*
Trainee Middle Name		Disabled Veteran	
Hire Date	*	Ethnicity	*
Trainee Status	*		
Job Number	*		
Workplace	*		
Auto Generated ID	<input type="checkbox"/>		

Demographic Data	
Gender	--None--
Age Group	--None--
Education	--None--
Veteran	No
Disabled Veteran	No
Ethnicity	Available White African American/Black Ethnic Hispanic or Latino

Demographic Data	
Gender	--None--
Age Group	--None--
Education	--None--


Workplace Selection List:

- None--
- 5. fresno location
- 3. Oodles of Noodles
- 2. Farm Fresh**
- 8. PURE Coffee Co
- 4. U Kill It, We Grill It
- 7. Bob's Builders
- 9. KAMUS KELLER, INC.
- 6. Berry Sacramento
- 1. Medtronic Neurovascular



Enrollments (3 of 3) - Uploads

No Changes anticipated in this area planned prior to Full deployment

 **Messages**
The records saved successfully are: The record Number is: 1
The records saved successfully are: The record Number is: 2

Please Upload your CSV file here: No file chosen

Note: Please use the standard template to upload Trainees data. [Click Here](#) to download the template

TRAINEE FIRST NAME	TRAINEE LAST NAME	JOB NUMBER	WORKPLACE	TRAINEE STATUS	GENDER	AGE GROUP	VETERAN	ETHNICITY	DISABLE
Kelsey	Test	Group 2	General Dynamics NASSCO	Enrolled	Female	25-34		White	No
Esey	Testy	Group 2	NASSCO MV	Placed	Male	25-34	<input type="checkbox"/>	White	No


When you are satisfied with the data map above, click the Upload Trainee data button to insert the Trainee records.


✓ Partial upload success and error management



Hours Tracking (1 of 3)

No Changes anticipated in this area planned prior to Full deployment

 CONTRACTS MANAGE USERS ETP WEBSITE REPORTS

 Contract
20CS-2000-000 + Follow

Account Name	Status	Term Start Date	Term End Date
ExampleContract	Contract Activated	1/27/2021	1/27/2023

[ENROLL TRAINEES](#) [UPLOAD TRAINEES](#) [ADD HOURS](#) [UPLOAD HOURS](#) [UPLOAD CBT HOURS](#) [UPDATE ROSTERS](#) [ADD CBT CLASS](#) [CREATE INVOICE](#) [REQUEST REVISION](#) [NEW CERTIFICATION](#)

Manual

CSV Upload

- ✓ Ability to add hours manually
- ✓ Ability to upload hours using CSV



Hours Tracking (2 of 3) - Manual

Modification on screen and report for hours tracking are being considered

Potential Modifications:

- ✓ Add an ability to enter multiple days at once on manual entry
- ✓ Add ability to sort by Workplace
- ✓ Display CEAN on page
- ✓ Provide link to Trainee Detail Page

The screenshot displays the ETP (Employment Training Partnership) website interface. At the top, there is a search bar and navigation links for 'CONTRACTS', 'MANAGE USERS', and 'ETP WEBSITE'. The main content area shows a 'Trainees' table with columns: FIRST NAME, LAST NAME, JOB NUMBER, SSN, TRAINEE STATUS, TOTAL HOURS, WORKPLACE, and EMPLOYEE ID. Below the table is a 'Hours Data' form with fields for Delivery Method, Training Type, Roster Number, Date, and Total Hours. A blue arrow points from the 'TOTAL HOURS' column in the table to the 'Total Hours' field in the form. A dropdown menu for 'Training Type' is also shown, listing various skill categories.

FIRST NAME	LAST NAME	JOB NUMBER	SSN	TRAINEE STATUS	TOTAL HOURS	WORKPLACE	EMPLOYEE ID	
Joe	Root	3		Enrolled	0.0	Sacramento	569820	<input type="checkbox"/>
Jonny	Bairstow	3		Enrolled	8.0	Sacramento	569821	<input type="checkbox"/>
Jos	Buttler	3		Enrolled	8.0	Sacramento	569822	<input checked="" type="checkbox"/>
Josh	Hazlewood	1		Enrolled	0.0	San Jose	901235	<input checked="" type="checkbox"/>
Kane	Williamson	2		Enrolled	2.0	Portland	569810	<input checked="" type="checkbox"/>
							363832	<input checked="" type="checkbox"/>
							569811	<input type="checkbox"/>
							835212	<input type="checkbox"/>
							569809	<input type="checkbox"/>
							569855	<input type="checkbox"/>

Hours Data

Delivery Method *

Training Type *

Roster Number *

Date *

Total Hours *


Training Type *

- None--
- None--
- Business Skills
- Commercial Skills
- Green/Clean Skills
- Hazardous Materials Skills
- Management Skills
- Manufacturing Skills
- Literacy Skills
- Job Readiness Skills



Hours Tracking (3 of 3) - Upload

No Changes anticipated in this area for first full system release

 **Errors**

There are errors while saving these records: The record Number is: 1 :The error is: Trainee_Date_Roster_ID__c not specified
There are errors while saving these records: The record Number is: 2 :The error is: Trainee_Date_Roster_ID__c not specified

Please Upload your CSV file here: No file chosen

Note: Please use the standard template to upload Hours data. [Click Here](#) to download the template

TRAINEE	ROSTER NUMBER	DATE	NUMBER OF HOURS	DELIVERY METHOD	TRAINING TYPE
	456	5/15/2019	8.0	Classroom/Simulated Laboratory	Commercial Skills
	456	5/15/2019	4.0	Classroom/Simulated Laboratory	Computer Skills
	456	5/15/2019	5.0	Classroom/Simulated Laboratory	Computer Skills
		5/14/2019	2.0	Classroom/Simulated Laboratory	Commercial Skills
		5/14/2019	8.0	Classroom/Simulated Laboratory	Computer Skills

When you are satisfied with the data map above, click the Upload Hours data data button to insert the Hour records.

- ✓ Partial upload success and error management
- ✓ With roster numbers optional, you will lose mass edit capabilities and duplicate detection



Invoicing (1 of 2)

No Changes anticipated in this area for first full system release

1

ENROLL TRAINEES UPLOAD TRAINEES ADD HOURS UPLOAD HOURS UPLOAD CBT HOURS UPDATE ROSTERS ADD CBT CLASS **CREATE INVOICE** REQUEST REVISION NEW CERTIFICATION

2

Choose Invoice Type

☐ Progress
☐ Final
☐ Close - Out

Cancel Upload Payments Next

✓ Screen to enter invoice requests



Invoicing (2 of 2)

No Changes anticipated in this area for first full system release

3

Invoice Progress Temp

Search by Name

Previous

Back to Contract

Save

Next

FIRST NAME	LAST NAME	EMPLOYEE ID	SOCIAL SECURITY NO.	JOB NUMBER	<input type="checkbox"/> P1	<input type="checkbox"/> P2	DROP
Jonny	Bairstow	569821					
Jos	Buttler	569822					
Colin	De Grandhomme	569815					
Aaron	Finch	569801					
Glen	Maxwell	569800					
Anna	Petersen	569818					
Andrew	Tye	569804					
Elyse	Villani	569808					

Previous

Back to Contract

4

BCCI - INV-0000368

Invoice Date
2019-05-02

Contract Number
00000163

Total Amount Requested
\$279.06

Adjusted Total Amount Requested
\$279.06

PAYMENT TYPE	JOB NUMBER	NUMBER OF TRAINEES	TOTAL
P1	1	1	\$695.00
P2	1	1	(\$528.14)
P1	3	2	\$373.50
P2	3	2	(\$261.30)

Invoice Notes

Adjustments Applied

Adjustment Balance Remaining
\$0.00

Submit

- ✓ Ability to filter and sort
- ✓ Greater transparency around invoice adjustments
- ✓ Editable default values on final invoice



Request a Revision

No Changes anticipated in this area for first full system release



- ✓ Simple way to submit revision requests
- ✓ Ability to check the status of revision requests
- ✓ All revision details on one page

2 Request to Revise the Contract (check all that may apply)


- ☐ Contractor Name Change To
- ☐ Revise Term Start Date To
- ☐ Revise Term End Date To
- ☐ Revise Standard Contract Language
- ☐ Revise Curriculum: Delivery Methods or Training Type
- ☐ Revise Job Number
- ☐ Revise Number to Train
- ☐ Revise Subcontractor Information
- ☐ Revise Participating Entities/Workplace
- ☐ Revise Waiver Information
- ☐ Other


* Reason for / Details of Request:



PE Certifications (1 of 5)

No additional modifications are anticipated in this area for first full system release

 [CONTRACTS](#) [MANAGE USERS](#) [ETP WEBSITE](#) [REPORTS](#)

 **Contract**
20CS-2000-000

[+ Follow](#)

Account Name	Status	Term Start Date	Term End Date
ExampleContract	Contract Activated	1/27/2021	1/27/2023

[ENROLL TRAINEES](#) [UPLOAD TRAINEES](#) [ADD HOURS](#) [UPLOAD HOURS](#) [UPLOAD CBT HOURS](#) [UPDATE ROSTERS](#) [ADD CBT CLASS](#) [CREATE INVOICE](#) [REQUEST REVISION](#) [NEW CERTIFICATION](#)

The “button bar” is at the top of the Contracts Detail page and your gateway to manage MEC Participating Employers Certifications.



PE Certifications (2 of 5)

No additional modifications are anticipated in this area for first full system release

1

New Participating Employer Certification

Provide the California Employer Account Number (CEAN) for the Participating Employer.

CEAN#

Note: Provide the CEAN for the Employer requesting Certification (Do not submit CEAN for P

2

CEAN #

- 123-4567

NAICS

- 541310

Employer of Record on File with EDD

- Examples Inc.

☐ Check this box if Company Name is different from above.

DBA Name (If Applicable)

☐ Are you requesting to use a Professional Employer Organization/Payroll (PEO)?

- Street
121 W OCEAN BLVD STE 1750
- City
LONG BEACH
- State
CA
- Zip
90802

- ✓ Simple way to submit New PE Certification
- ✓ Provided CEANs will be validated and messaging provided when validation fails, based on the Online Forms process
- ✓ Same as Legacy PE Certification Data
- ✓ Pulls over NAICS, Legal Name, and Address

Note: The number of steps can vary depending on the funding/contract, this is an example of an Out of State Competition (OSC) Retrainee Scenario



PE Certifications (3 of 5)

No additional modifications are anticipated in this area for first full system release

- ✓ Provide number of employees (Worldwide and California)

<p>* Number of Full-Time Employees Worldwide</p> <input type="text"/>	
<p>* Number of Employees in California</p> <input type="text"/>	
<p><u>Employee Turnover Information</u></p> <p>* Turnover Rate for Full-Time Employees</p> <input type="text"/>	
<p><u>Union Support</u></p> <p>* Company Employees represented by</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>* Employees to be trained represented</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>New Participating Employer Certification</p> <p><u>Employer Contribution</u></p> <p>* Describe your Company's Contribution towards training related expenses by selecting all that apply: ⓘ</p> <div><p>Pay Trainee Wages During Training</p><p>Contribute equipment, materials, supplies, or space for Training</p><p>Contribute staff time to conduct training assessments or coordinate training</p><p>Pay Employer Fee</p><p>Other</p></div> <p>* Estimate amount contributed to the above noted training-related costs:</p> <input type="text"/> <p>* List the number of trainees that will be receiving mandatory training</p> <input type="text"/> <p>* List the number of trainees that will be receiving voluntary training</p> <input type="text"/> <p><u>Compensatory Nature of Training</u></p> <p>Employer is aware of, and will abide by, the standards of compensating employees for time spent in "mandatory" training that is directly job-related, pursuant to state and federal work orders enforced by the Division of Labor Standards Enforcement (DLSE). (See DLSE Manualat Section 46.6.5).</p> <p>* Compensatory nature of training accepted</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>

PE Certification Questions are consistent with Legacy Process



PE Certifications (4 of 5)

No additional modifications are anticipated in this area for first full system release

Employee Turnover Information

* Turnover Rate for Full-Time Employees

25

Turnover Waiver Request

Acceptable circumstances for a waiver are: (1) if an employer has experienced and provides evidence of a singular reduction in its workforce (an anomaly); or (2) industry data supports a higher rate. Multiple Employer Contracts do not include a Turnover Penalty clause. Multiple Employer Contracts do include a Representation that Participating Employers will not exceed a 20% Turnover Rate, as made by the contractor at the time the ETP100 MEC is executed. See Section 2.4.

* Turnover Request Reason

Singular Reduction in Workforce

Waiver Supporting Documents

 **UPLOAD FILES** Or drop files

Union Support

* Company Employees represented by a Union

☒ Yes
☐ No

* Employees to be trained represented by a Union

☒ Yes
☐ No

* Identify Union and Local

✓ Fields requiring more information will automatically appear if needed



PE Certifications (5 of 5)

No additional modifications are anticipated in this area for first full system release

Your certification information has been automatically approved.

Finish or Continue

- ☐ Continue to Next Participating Employer
- ☐ Finish and Return to Contract

OR

Your certification information has been submitted for review.

Finish or Continue

- ☐ Continue to Next Participating Employer
- ☐ Finish and Return to Contract

Will be automatically approved, or sent for review based on certification properties



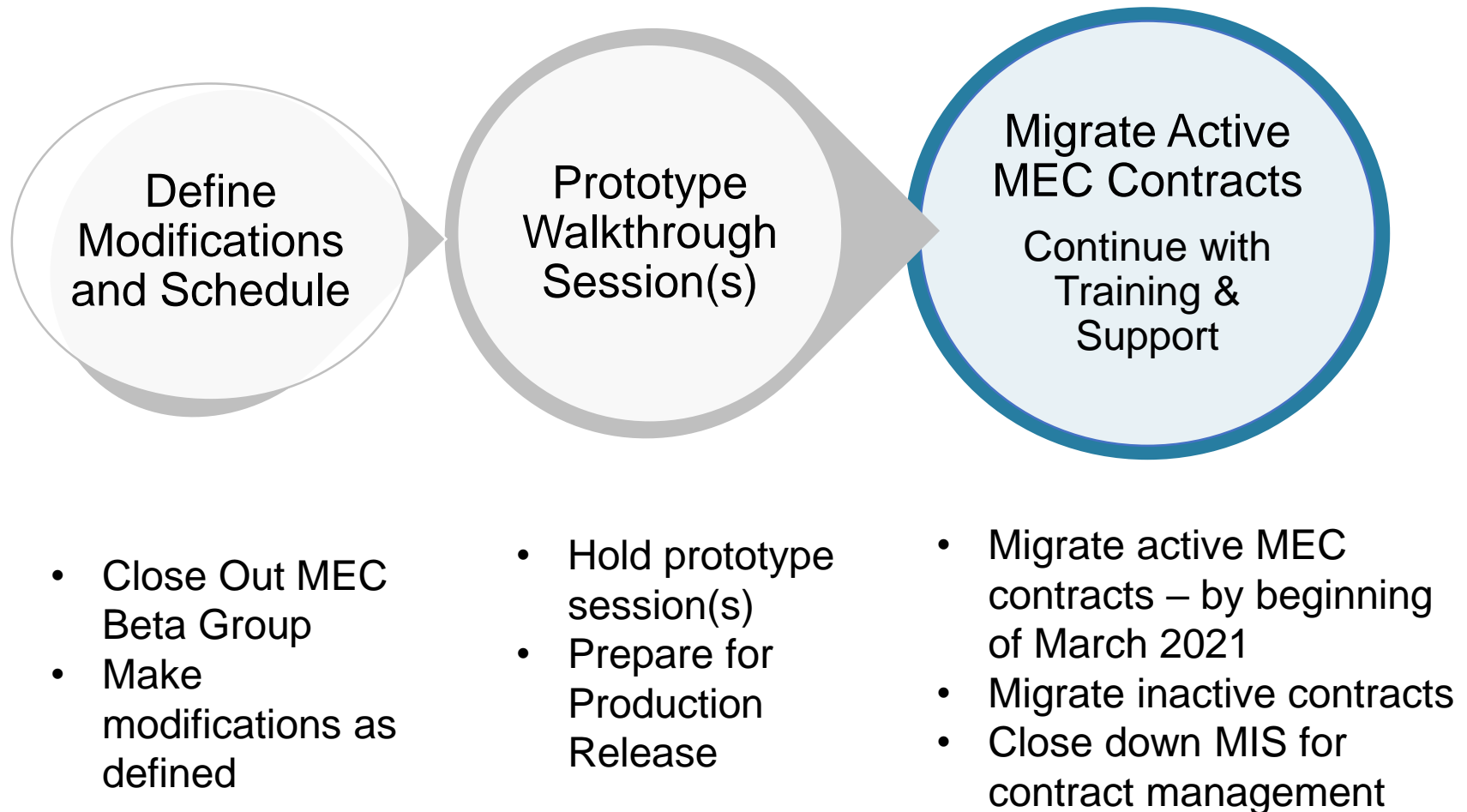
Extensive Reporting

- Some modification will be made to selected reports to allow for additional presentation of MEC related information - like CEAN number
- New reports will be considered and slotted to a release

CONTRACTS		MANAGE USERS	ETP WEBSITE	REPORTS
Payments Created Today This report contains the payments that are created today		Trainees Created Today		
Upload Invoice Errors Report		Hours by Trainee		
Trainees Total Hours Summary of total hours tracked for every trainee		Hours For CBT		
Hours Created Today View hours that were created today in the system.		Denied Trainees		
Invoice Trainee Details Report Invoice details including the trainees that made up the invoice.		Workplace Address Report Workplace Locations and Entities on the Contract		
Upload Trainees Error Report		Upload PE Error Report		
Upload Hours Errors Report		Upload PE Demand Error Report		
Trainees with 8 or More Hours Trainees that have tracked 8 more hours.		Invoice Status Reports Top Level Invoice Status report		
Trainees by Contract				



Next Steps



Keep an eye out for additional training communications!



Thank You!

Executive-Level Contact

Tara Armstrong, Deputy Director and CIO will address concerns



Tara.Armstrong@etp.ca.gov

Ideas or Comments



ETPCalEForce@etp.ca.gov

